

INTERIM POLICY AND PROCEDURES

for

Senior Secretarial Career Service Panel (SSCSP)

Executive Career Service

APPROVED



ce Board

June 27, 1978
Date

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

INTERIM POLICY AND PROCEDURES
for
Senior Secretarial Career Service Panel (SSCSP)

Policy and procedures guiding the definition and implementation of SSCSP responsibilities shall be in accordance with Agency regulations pertaining to personnel matters, in consonance with E Career Service Board policy and direction, and responsive to guidance issued by the Director of Personnel.

Goal

Ensure high quality performance and equitable opportunity, based on merit, for the career development of qualified secretarial/clerical personnel at grade level GS-08 and above.

Objectives

Establish and maintain an efficient and comprehensive mechanism for:

- Assuring satisfactory response to the secretarial/clerical needs of each office serviced by the E Career Service;
- Providing a full and up-to-date assessment of E Career Service secretarial/clerical skills, qualifications, and career development needs;
- Ensuring equity in the selection of personnel for promotion, job placement, training, and career development opportunity;
- and

--Serving as the principal advisory body to the E Career Service Board on secretarial/clerical matters.

Organization/Procedures

The SSCSP (henceforth, the Panel) will be comprised of one representative (GS-13 or above) from each office served by the E Career Service. Members and one alternate shall be nominated by their office heads and appointed by the Chairman, E Career Service Board. The Panel Chairperson shall be appointed by the Chairman, E Career Service Board, and serve not more than one year; members will serve for not more than two consecutive years. The DCI/Personnel Officer will serve as a permanent member of the Panel, serving also as the Panel Secretary. Request for exception must be submitted in writing to the Chairman, E Career Service Board.

The Panel will convene not less than twice monthly, more often as necessary. A member who is unable to attend a meeting called by the Chair is responsible for assuring the attendance of his/her appointed alternate. Each member will accept tasks levied by the Chair which contribute to the merit of Panel performance. Meetings will include one nonvoting observer selected by the Panel from the E Career Service secretarial/clerical force, except for meetings (or portions thereof) which involve Panel discussion, evaluation, ranking, or recommendation pertaining directly and specifically to the observer or the observer's grade level.

The Panel shall consult regularly with and seek advice and counsel from directorate career service panels and such advisory groups as the Panel deems appropriate (e.g. Sec/Cler MAG). The Panel will contribute to continual development of uniform policy and Agency-wide quality standards for secretarials/clericals—recommendations, advancement, job assignment, training, and career development.

Each office served by the E Career Service shall be required to keep the Panel informed in a timely manner, on changing secretarial/clerical needs of that office, including organizational change, transfers, adjustment of assignments, and job vacancies. Recommendations for promotion of secretarial/clerical personnel (GS-08 and above) shall be submitted to the Panel for competitive merit evaluation and Panel recommendation. Office request for exception to Panel policy, action, and procedures must be specified (such as hardships) in writing to the E Career Service Board.

Panel Responsibility/Procedures

The Panel will:

- Establish and apply fair, meaningful, and uniform criteria for competitive evaluation and ranking of E Career Service secretarial/clerical personnel.
- Conduct Service-wide evaluations and rankings, at least semiannually. The Panel will maintain a central "Eyes Only," noncirculatd file on Service-wide rankings. Access to

the file is available only to Panel members, the E Career Service Board, and office heads served by the E Career Service. The Panel will notify each member of the secretarial/clerical force on his/her individual rank only.

--Bear primary responsibility, based on competitive evaluations, for identifying and recommending the three (3) topmost candidates for office head/supervisor selection to fill position vacancies including advancements within an office.

The Panel will notify each candidate of his/her eligibility and determine candidate interest. Upon disinterest shown by any candidate (with sufficient reason), the Panel will select from the next highest ranking. Rejection of all three candidates by any office must be submitted in writing to the Chairman, SSCSP.

--Determine training needs of personnel and identify candidates for training/career development.

--Maintain and develop a comprehensive career development opportunity program. Assist offices in the enrollment of personnel in related programs.

--Provide the means for ensuring assistance to personnel who become displaced as a result of reorganization (e.g., position reductions) within the E Career Service.

- Monitor and assess personnel rating patterns of all offices served by the E Career Service and make recommendations, as appropriate, to each office head.
- Serve as a review and advisory body and make recommendations concerning personnel identified as marginal performers.
- Assist in providing individual counseling relating to rankings and career development.
- Forward the minutes of all Panel meetings (except the specifics of competitive evaluations/rankings which will be made available separately) to the Chairman and Secretary of the E Career Service Board.